

Clay County Election Worker Procedure Manual 2020



**Clay County Supervisor of Elections
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(904) 269-6350
www.ClayElections.gov**

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Dear Elections Professional,

Welcome to our Elections team! Your commitment to our great nation and the democratic process helps ensure that our office can continue Clay County's longstanding tradition of transparent, trouble-free and professionally conducted elections—which voters not only expect but deserve.

This Election Worker manual has been prepared to complement your training for the 2020 elections. After your training, please refer to your manual often as you prepare for Election Day. Remember to bring it with you to the polls. Your diligence in following the guidelines within this manual keeps us in compliance with Florida Statutes for administering elections.

As an Election Worker, you are essential in the process of effective elections administration. With your help, we will achieve our goal of providing this invaluable service for all Clay County voters while adhering to our mission of conducting flawless elections. Remember, a cord of three strands is not easily broken, it is through your **commitment**, **diligence**, and **professionalism** that we will be successful in our efforts.

I look forward to working with each of you in the coming days, weeks, and months ahead in ensuring the democratic process continues in Clay County Elections.

Kindest Regards,



Contact Information

Clay County Elections Office



- Telephone Contact:

Toll Free Election Day (ALL locations)

1-866-852-7232



- E-Mail Contacts:

ElectionWorker@ClayElections.gov

- Address:

500 N Orange Avenue

Green Cove Springs, Florida 32043

Mailing Address: PO Box 337, GCS, FL 32043

- Websites:



www.ClayElections.gov

www.Twitter.com/ClayElections

www.Facebook.com—Search “Clay Elections”

- Other Contact Information:

-Florida Division of Elections (Tallahassee) (850) 245-6200

-Duval County Elections Office (904) 630-1414

-St. Johns County Elections Office (904) 823-2238

-Putnam County Elections Office (386) 329-0224

-Bradford County Elections Office (904) 966-6266



Being an Election Worker



Election Workers are categorized as employees of the Clay County Supervisor of Elections Office. They are appointed by the Supervisor of Elections and will be paid according to their assigned job position. To be employed, all Election Workers must meet the following conditions:

- **Registered voter:** Be registered to vote in Clay County.
- **Classes:** Prior to each election, every Election Worker must attend training.
- **Hours of Work:** Election Workers report for work on Election Day **no later** than 6:00 AM and remain until the work is completed (usually until about 8:00 PM, but it can be later). Everyone leaves together. Election Workers are scheduled to work the entire day and **do not leave the polls for any reason**. In the event of an emergency, the Election Worker who leaves cannot return to work.
- **Non-Partisan:** When working at the polls, Election Workers must remain non-partisan. Election Workers do not discuss candidates or issues and do not wear any clothing or accessories which would indicate a party preference. Election Workers who are in violation, may be given an oral or written warning or dismissed from serving as an Election Worker.
- **Voting:** You are responsible for voting prior to the election either by mail or at one of the early voting sites in Clay County. Mail ballots may be requested by calling or e-mailing the Elections Office.
- **Cancelling:** If you find that you are unable to work, please notify the Elections Office so that a replacement can be appointed.
- **Food, etc.:** Election Workers should bring food for a 14-hour day. Check with your Clerk about facilities available at the precinct. Be sure to bring any medications you require during the day. If you have children or pets, you are reminded to make arrangements for their care.



Dress Code for Election Workers



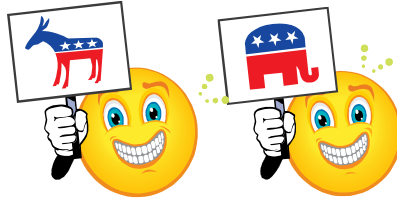
What you wear at work should promote a professional environment and indicate a respect for yourself and others. Your clothing should be comfortable and appropriate for the type of work being done.

As representatives of the Clay County Supervisor of Elections Office, it is imperative that your attire reflect that you are a professional who can competently handle the important office duties that you are required to conduct on Election Day.

To help, we have listed below types of clothing and accessories that would NOT be considered appropriate:

- Baggy pants
- Bare-midriff tops
- Casual flip flops
- Clothing that is ripped, torn or has holes
- Clothing or accessories that promote candidates, controversial issues, or have images or words that may be generally considered vulgar or obscene
- Low-cut necklines
- Pajamas or slippers
- See-through or tight-fitting clothing
- Shirts with elongated armholes
- Shorts—authorized for Deputy only
- Tank tops
- Tight-fitting jeans
- Visible undergarments

Guidelines for Political Participation for Election Workers



This information is provided to identify political campaign activities that are allowed and disallowed while serving as an Election Worker.

While serving as an Election Worker the following activities are **NOT ALLOWED**:

1. Serving as a campaign treasurer, campaign manager, or otherwise related to any candidate or sponsor of a referendum, or other issue during said election.
2. Running as a candidate or organizer of a referendum or issue during said election.
3. Wearing of political clothing or paraphernalia while *ON DUTY* as an Election Worker.
4. Influencing voters, soliciting on behalf of a candidate or issue, distributing information relating to candidates or issues, or collecting petition signatures while *ON DUTY* as an Election Worker.

During your tenure as an Election Worker, your involvement in political campaigns, or issues **will be allowed** in the following capacity:

1. Placing campaign signs on personal property.
2. Actively campaigning for a candidate or issue while *OFF DUTY* as an Election Worker.
3. Participating in public displays of support while *OFF DUTY*.

Election Worker Job Descriptions

- **Clerk:**

- The supervisor of the polling place, responsible for the efficient operation of the precinct
- The Clerk is responsible for the pick-up and return of all required items from the Elections Office
- Processes voters with registration issues (no identification, assistance required or requested, changes to registration, issues provisional ballots)
- Assigns additional duties as necessary to the other Election Workers
- Assists with setting up and breaking down of polling place
- Reconciles ballots at the close of the polls

- **Assistant Clerk:**

- Assigned specific tasks in order to assist with efficient operation of the precinct. (Works in conjunction with the Clerk)
- Processes voters with registration issues
- Makes address changes
- Issues provisional ballots
- Operates the ExpressVote marking device
- Assists with setting up and breaking down of polling place
- Serves as Clerk if necessary

- **EViD Inspectors:**

- Greets and processes voters (checking photo/signature ID)
- Issues voter the correct ballot
- Demonstrates voting procedures
- Assists voters that require assistance in completing their ballot
- Assists with setting up and breaking down of polling place
- Other duties as assigned by the Clerk

- **Tabulator:**

- Maintains the optical scan voting equipment
- Instructs voters on proper insertion of ballots into tabulation equipment
- Assists with setting up and breaking down of polling place
- Other duties as assigned by the Clerk

Election Worker Job Descriptions (cont.)

- **Poll Deputy:**

- Is not a member of the Election Board and does not process voters or handle ballots
- Assists with set up and breakdown of polling place
- Other duties as assigned by the Clerk
- Places all outdoor signage as required
- Marks disabled parking spaces for voters if necessary (disabled parking spaces must be 12' wide)
- Marks the "No Solicitation Zone"
- Polices the parking area and pathways
- Prompts voters to have identification ready
- Maintains order at the polls

- **Standby's:**

- Any Election Worker not assigned to a precinct prior to Election Day should report to the Elections Office in Green Cove Springs no later than 5:30AM on Election Day.
- Will be assigned to a precinct: Pay-rate for position worked
- Assist in the Elections Office: \$150 for a full day of service
- Dismissed for the Day: \$50

Election Worker Pay Scale

Rates include training attendance and working the entire Election Day.

- Clerk: \$250
- Assistant Clerk: \$195
- EViD Inspector: \$150
- Tabulator: \$150
- Deputy: \$150
- Standby: \$50





Opening the Polls

The public is allowed to view all opening and closing procedures so polling room doors must NOT be locked.

They are NOT allowed to interfere with Election Workers or touch any materials or equipment in room. When the Clerk announces that the polls are open, all visitors must leave polling room (except authorized Poll Watchers).

Each job has an opening checklist located in the **GREEN** Opening Envelopes in the Clerk's Tub and the Assistant Clerk will distribute these Envelopes to each Election Worker in the morning. Election Workers must follow the procedures listed and mark them off once completed.

Upon completion of checklist, place it back in the **green** envelope and return it to the Assistant Clerk. The **green** envelope will be stored in the Clerk's Supply Tub.

Each Election Worker will assist in setting up the polling location. This includes and is not limited to the following:

- Setting up voting booths
- Arranging the polling room as indicated on the Precinct Set-Up diagram
- Following instructions given by the Clerk

Seals

All seals must be accounted for whether on equipment or any other item. Never throw away a used or broken seal. Each precinct has been given a USED SEALS envelope (located in the Clerks Manual). Place all used or broken seals in this envelope.



During Voting Hours



DO NOT RUSH : Accuracy is more important than speed.

1. **The polls open at 7:00AM.** No one votes before 7:00AM, not even Election Workers who are working in their home precinct. At 7:00AM the Clerk will announce “It’s seven o’clock, the Polls are officially open.”
2. **The CLERK is in charge** and will assign additional responsibilities and duties. Contact the Clerk or Assistant Clerk for answers to any questions.
3. **Field Election Deputies (FEDs)** are employed on Election Day to assist with any problems on the DS200, the ExpressVote, or the EViDs.
4. Check the voting booths throughout the day to be sure the voting pens are writing properly.
5. Be sure no campaign literature or other papers have been left in any voting booths. Any information found should be discarded immediately.
6. **The only people allowed in the precinct during voting hours** are the Election Board, the deputy, voters of the precinct, persons in the care of voters, persons caring for or assisting a voter, the Supervisor of Elections Office staff, Field Election Deputies, emergency personnel assisting with an emergency and approved Poll Watchers (list of names will be provided if you have Poll Watchers).
7. **Cell phones should not be used in the polling room.** If a voter places a call from the voting booth, the Clerk should politely inform them that cell phones should be used outside the precinct prior to voting or after they have voted. Please Note: There are no laws that address this.
8. **Members of the media are prohibited from entering the precinct,** unless it is their voting precinct and they are there to vote.
9. ***Photography is prohibited in the polling room, except a voter may photograph his or her ballot. FS 102.031(5)***

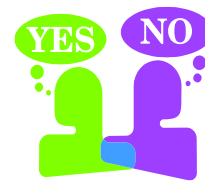
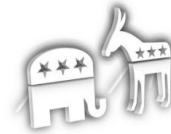
Solicitation

No person or group may solicit voters inside the polling place or within 150 feet of the entrance to the polling place or early voting site (F.S. 102.031).

Before the opening of the polling place, the Deputy shall designate the no-solicitation zone and mark the boundaries using the flags or cones provided.

The word “solicit” or “solicitation” includes things such as:

- asking someone for his or her vote;
- asking for someone’s opinion;
- asking for a contribution;
- distributing any political or campaign material;
- conducting a poll (note the exception below);
- asking someone for his or her signature on a petition;
- selling any type of item.



The **only exception** to the no-solicitation law applies to the media or others who are allowed to conduct exit-polling activities. They may approach voters only *after* the voter leaves the polling place.

The Supervisor of Elections or Clerk is authorized to take any reasonable action to ensure order is maintained at the polling place. That means, if necessary, having law enforcement remove disruptive persons from either the polling room or the no-solicitation zone.

The Deputy shall advise the Clerk of any disruptions outside the precinct, and the Deputy shall assist the Clerk or Election Board, if necessary, with any disruption inside the polling room. The Clerk may call the Sheriff’s Office/Police Department for additional assistance if necessary. Then report the disturbance to the Supervisor of Elections Office and complete an Incident Report Form located in the *Clerk’s Manual*.

Poll Watchers



Each political party and each candidate may have one Poll Watcher in each polling room or early voting area at any one time during the election. These watchers must be approved by the Supervisor of Elections prior to the election. The Supervisor of Elections will provide a list of the approved Poll Watchers names.

- Poll Watchers are allowed in the polling room to observe the conduct of the election. They *may not* come closer to the EViD Inspector's or Clerk's table than is reasonably necessary.
- Poll Watchers *may* enter challenges to voters. They *may not* speak to or otherwise interact with voters.
- Poll Watchers are not allowed to wear any campaign items while in the polling room.
- Poll Watchers should pose any questions regarding procedures to the Clerk for resolution (F.S. 101.131)

Voters



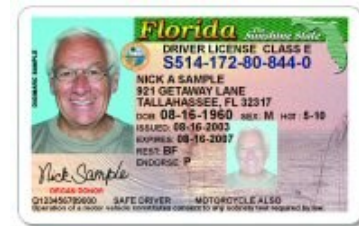
- Voters may bring in pre-marked sample ballots or campaign literature for their personal use. They may not use these for campaigning purposes.
- Voters may wear campaign buttons, shirts, hats, or any other campaign items when they enter the polling place to vote; voters may not otherwise campaign.

Processing Voters

ALL VOTERS MUST BE PROCESSED ON THE EViD

1. Voters must produce photo AND signature identification or they must vote a Provisional Ballot
2. Voters may combine two (2) forms of ID to show photo and signature.
3. Valid forms of identification are:

- Florida Drivers License
- Florida Identification Card
- U.S. Passport
- Debit/Credit card with photo
- Military ID
- Student ID
- Retirement Center ID
- Neighborhood Association ID
- Public Assistance ID
- Veteran Health ID Card
- Concealed Weapon License
- Government Employee ID Card



4. If the photo identification does not have the voters signature, the voter must produce an additional form of identification bearing his/her signature (see above for the accepted list of ID). Voter Information cards CANNOT be used as a source of identification.
5. Voters who do not have an acceptable photo and signature ID must vote a Provisional Ballot. There are NO EXCEPTIONS (F.S. 101.043)
6. Once the voter has provided the required identification, process the voter as follows:
 - Identification such as Florida Driver's Licenses or Florida Identification cards can be 'swiped' through the EViD. If any other form of identification is provided, a manual lookup must be done.
 - Follow the instructional prompts that appear on the EViD screen and/or refer to the EViD Training Manual.

Processing Voters

- The Election Worker who has processed the voter at the EViD, should always circle the ballot style and party affiliation on the EViD voting pass with the **RED** marker provided.
- The EViD Inspector will place the ballot in a secrecy sleeve and then give it to the voter.
- Next, direct the voter to a voting booth to mark his/her ballot and then to the ballot tabulating equipment.

For the following situations, please direct the voter to the Clerk or Assistant Clerk:

1. Name or address changes
2. Mail ballots
DO NOT Accept Voted Mail Ballots at the Precinct
3. Name cannot be located in EViD
4. Assistance is requested or required
5. Spanish Language translation assistance
6. Voter has a challenge placed on him/her
7. A Provisional Ballot may need to be voted

If the voter's information is incorrect the voter must complete a *Voter Registration Application* to update the information **PRIOR TO VOTING.**

For **PRIMARY ELECTIONS**, voters must vote the ballot style for the party affiliation indicated on their voting pass. If the voter disputes the party affiliation indicated he/she may complete a *Voter Registration Application* to change their party but it will not go into effect until after the election.

Voter Eligibility Related Issues



Voter's Name Changes

- Name changes are done at the precincts by the Clerk or Assistant Clerk.
- If the voter's former name appears in the EViD, the voter will need to complete a *Voter Registration Application* that indicates his/her name change. The Clerk or Assistant Clerk will have these forms.

Once the form has been completed and the name is changed in the Clerks' EViD unit, the voter is allowed to vote.

Voter's Address Differs

- If the voter's name appears in the EViD, but the voter indicates a different address than the address listed, the voter must complete a *Voter Registration Application*. The Clerk or Assistant Clerk will have these forms. Once the form has been completed, and the address is changed in the Clerks' EViD, the voter is allowed to vote.
- If a voter is voting on Election Day, and the voter is registered in another precinct, inform the voter that in order for a ballot to count, he or she must be in the correct precinct. The Clerk should then direct the voter to the proper precinct to vote. If the voter insists that he or she is already in the proper precinct, contact the Elections office to determine if the voter must vote a provisional ballot.
- Clerks or Assistant Clerks will make **in county address changes at the precinct**. If the voter's new address is not in the same precinct, an EViD slip will print out with the correct precinct information and directions.
- Each precinct has a county map, with precinct locations marked.
- Voters changing address from another county must complete a voter registration form. The Clerk will then contact the Elections office to make the change.

Voters with NO Identification

If a voter's name is on the EViD but the voter does not have proper identification, the voter must vote a provisional ballot (F.S. 101.043). Refer to **Provisional Ballots** section in this manual.

Voter's Signature Differs

If the voter's signature on the EViD signature pad does not match the signature on the identification provided, the voter must:

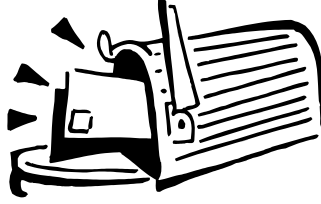
1. Complete a Polling Place Affirmation (**Signature Differs** form) located in the **Clerk's Manual**.
2. Complete a Voter's Registration form to make a permanent change.



Voter is Challenged

- Occasionally, someone may challenge a voter's right to vote. The challenged voter must vote a **Provisional Ballot**.
- There **can** be a notification on the EViD that the voter has been challenged, or a person may be challenged at the polling place. If challenged at the polling place, the person placing the challenge, known as the "challenger" must complete the *Challenged Voter Form* (Oath of Person Entering Challenge) located in the Clerk's Manual. **The Clerk must call the office immediately so this information can be processed by a staff member.** This is a two-part carbon form; when the challenged voter comes to vote they shall receive the **YELLOW** copy.
- The white copy of the Challenged Voter form gets attached to the outside of the **Pink** Provisional Envelope. Any person entering a challenge must be a registered voter in the county. If the voter has already either voted early, or by mail ballot, they may not be challenged.

Surrendering a Mail Ballot



Occasionally a voter who has requested a mail ballot will appear at the polling place to vote.

If the voter returns the ballot, voted or not, to the Clerk or the Inspector, the voter shall be allowed to vote at the polling place. The returned mail ballot must be marked “Cancelled” by the Clerk and placed in the Surrendered Mail Ballot Envelope located in the Clerks Manual. The voter will then be allowed to vote a regular ballot at the polling location.

If the voter does not return the mail ballot, and the EViD message states “VOTER HAS BEEN MAILED A BALLOT”, the voter may be issued a regular ballot.

If the EViD indicates “VOTER HAS ALREADY VOTED” and the voter disputes that they returned the ballot, the voter must vote a Provisional ballot.

The voter may not use their Mail Ballot as a sample ballot in the booth. Give the voter a sample ballot and suggest they transfer their choices to that.

If a voter comes to the polling place to drop off a voted mail ballot, and does not want to vote at the polling place, do not accept it. Instruct the voter to take the mail ballot to the office of the Supervisor of Elections in order for the ballot to be counted. ALL mail ballots must be received by 7:00 pm on Election Day. Mail ballots will only be accepted at the main office located at:

**500 N. Orange Ave., Green Cove Springs, Florida 32043
(904) 269-6350**



Ballot Tabulation on the DS200



The Tabulator must maintain 2-3 feet from the DS200 machine when voter is submitting his or her ballot! DO NOT TOUCH THE VOTER'S BALLOT!

The Tabulator must remain with the DS200 at all times during voting hours until the last voter has inserted their ballot into the DS200. If a break is needed, ask the Clerk to designate another precinct official to fill in during your absence.

- **NEVER** TEAR OFF OR DISCARD ANY PART OF THE TAPE PRINTOUT. If the tape is torn or a new roll is needed, attach the two pieces of paper with the transparent tape provided and both the Tabulator and the Clerk will sign their names across the tape connection.
- After voting, the voter proceeds to the DS200 to process his/her ballot. The VOTER inserts the ballot into the DS200.
- If the ballot is rejected, the voter can read the information on the screen and take corrective action. If necessary, direct the voter to the Clerk to spoil his/her ballot; however, if the voter insists that he/she wants the ballot counted the way it is, then the Tabulator states that their ballot will be cast as voted at their request. The voter can cast the ballot on the touch screen of the DS200 to be tabulated as voted.
- Notify the Clerk when the Public Count on the DS200 reaches 1600, if using a one page ballot. If the ballot has 2 pages, notify the Clerk when the Public Count reaches 800, since ballots increment on Page 1 of a multipage ballot. This is to prevent the ballot bin from filling up.
- **EMERGENCY BIN:** Will be used in the event of an extended power outage or equipment failure. All power outages or equipment failures must be reported immediately to the Elections Office.
- All ballots, except Provisional and Mail Ballots, will be deposited into the Emergency Bin slot during an extended power outage or during a period of equipment failure.
- All ballots contained in the emergency bin will remain there until the close of the polls. These ballots will be processed after the polls close.
- In the event of a power failure, the Clerk or Asst. Clerk must call the Elections Office to report the outage and complete a *Precinct/Voter Incident Report*.



Spoiled Ballots

Ballots may be spoiled for one of the following reasons:

- The voter makes an error marking their ballot and requests another.
Please Note: Once a ballot has been placed in the DS200, the voter **may not** request to spoil the ballot OR be issued another ballot.
- If the DS200 rejects the ballot and the voter wishes to spoil the ballot and obtain a replacement.
- If the voter makes a mistake and requires a new ballot, direct the voter to the Clerk to spoil the ballot and receive another ballot.
- A voter may spoil a ballot twice for a total of three ballots.
- ALL spoiled ballots will be placed in a Spoiled Ballot Envelope located in the Clerk's Manual.
- The Clerk will complete the information on the Spoiled Ballot Log Envelope and place the Spoiled Ballot inside.

In primary elections, be sure to indicate the party of the ballot, "DEM, REP, NON" on the "Spoiled Ballot Envelope"

After the polls close, return all Spoiled Ballots to the Election's Office in the Spoiled Ballots Log Envelope. The Spoiled Ballots Log Envelope should be packed and returned in the **Returned Ballot Transfer Bin..**

Provisional Ballots

- To be valid, any voter who votes a Provisional Ballot MUST LIVE in the precinct where the ballot is voted. If they do not, the ballot will not be counted. If the voter does not live in the precinct, direct them to the correct precinct.
- Only the **Clerk** or **Assistant Clerk** may issue a Provisional Ballot.
- Provisional Ballots will be voted on a PAPER ballot.

Persons who are entitled to vote a Provisional Ballot are:

- A voter who does not provide a current valid photo and signature ID (must provide both).
- A person whose name is not on the EViD and the Election Worker is unable to verify that the person is a registered voter of the state.
- A person whose name is not on the EViD and the Election Worker verifies that the person is not registered, BUT the person maintains they are entitled to vote.
- A voter who has a notation "Voter has already voted" in the EViD and the Assistant Clerk/ Clerk confirms that the elections office has received the ballot, but the voter maintains that he or she **has not returned** the mail ballot.
- A voter who's right to vote has been challenged.
- A voter who has made changes to current name or residence and the Election Worker is unable to verify if the person is a registered and eligible voter.
- A voter with the notation "PENDING VOTER- MUST VOTE A PROVISIONAL BALLOT"; the voters Florida Drivers license, Florida ID number, or last 4 digits of the Social Security Number has not been verified by the Department of State.
- A voter whose identity is in question based on the photo identification provided.
- A person whose signature differs from that on the identification presented, and the person refuses to complete a *Polling Place Affirmation* (located in Clerk's Manual).
- A voter who votes on or after the normal poll closing time pursuant to a court or other order extending the polling hours.

Processing a Provisional Voter

When processing a voter who is required to vote a provisional ballot, follow the instructions outlined in the Clerk's EVID Fast Voter Check-In manual.

- Refer the voter to the Clerk to begin the Provisional Ballot process.
- The Clerk or Asst. Clerk will call the Elections Office before proceeding.
- Give the Elections Office your precinct number, your name and the voter's information.
- The Election's Office will conduct immediate research on the voter and advise the Clerk how to proceed in processing the voter.
- Each Provisional Ballot Certificate must contain a unique number. This number will need to be entered into the EVID to link the voter to the Provisional Ballot Certificate.

This Unique Number is Set-Up as Follows:

1. The 1st digit is the Election Identifier
2. The next 3 digits are the Precinct number
3. The last digits are the individual certificate numbers
(pre-printed on the certificate or envelope)

The Election Identifiers for the 2020 PPP, Primary & General are:

1. March 17, 2020: 9
2. August 18, 2020 Election: 1
3. November 3, 2020 Election: 2

Example: 9 # # # 2980
(Elec. ID) (Precinct No.) (Cert No.) Pre-printed on provisional
ballot envelope.

Paper Provisional Ballot Instructions

**Please follow these instructions for issuing a
Paper Provisional Ballot.**

1. Get a Provisional Certificate (**PINK ENVELOPE**) and check the boxes that apply for each reason for issuing a Provisional Ballot;
2. The voter completes the information, and it is witnessed by the Clerk or Assistant Clerk;
3. You must complete the information for the **Tracking Number** in two locations on the Provisional Certificate (**PINK ENVELOPE**):
 - on the stub for the voter;
 - and in the 'Witness of Election Official' section
4. The Tracking Number, once you have filled in the missing numbers must also be entered into the EViD by the Clerk or Assistant Clerk;
5. Next, the voter must sign the signature pad to complete the transaction.
 - A Voting Pass will print;

For Regular paper ballot continue with numbers **6-10**

For ADA ExpressVote ballot continue with numbers **11-16**

6. Circle the wording "Provisional Ballot" along with the precinct number and ballot style, with the **RED** marker provided. Write "Paper" on the EViD Voting Pass and attach it to the yellow box.
7. The voter is issued a paper ballot of the correct party affiliation and ballot style number. Refer to the EViD voting pass. You must stamp the ballot with the provisional stamp and give the voter their ballot inside a secrecy sleeve.
8. Next, the voter is directed to the Provisional Ballot voting booth and instructed to return to the Clerk/Asst. Clerk to complete the voting process.
9. Upon return of the voter, his/her ballot is placed in the Provisional Certificate Envelope (**PINK ENVELOPE**) and sealed.
10. The sealed Provisional Certificate (**PINK ENVELOPE**) is then placed in the secured Purple Provisional Ballot Bag along with the completed Voter Registration form, if required.

ExpressVote Provisional Ballots

Please follow instructions numbered 1-5 on previous page

**Then skip to 11-16 on this page for issuing an
ExpressVote Provisional Ballot.**

- 11.** Circle the wording “Provisional Ballot” along with the precinct number and ballot style, with the **RED** marker provided and write “Express” on the EViD Voting Pass.
- 12.** The Clerk or Assistant Clerk will stamp the very bottom of the front side of the ExpressVote ballot paper with the provisional stamp and give the voter a secrecy sleeve.
- 13.** The Clerk or Assistant Clerk will insert the ExpressVote ballot paper and then activate the voter’s ballot with correct party affiliation and ballot style number according to the information on the Voting Pass. The voting pass will then be attached to the yellow box.
- 14.** Instruct the voter to return to the Clerk/Asst. Clerk when finished with the ExpressVote marking unit to complete the voting process.
- 15.** Upon return of the voter, place his/her ballot in the Provisional Certificate Envelope (**PINK ENVELOPE**) and seal. Please write “**ExpressVote**” by the Tracking Number at the bottom of the **Pink Envelope**.
- 16.** The sealed Provisional Certificate (**PINK ENVELOPE**) is then placed in the secured **Purple Provisional Ballot Bag** along with the completed Voter Registration form, if required.

Abandoned Ballots / Unscanned Ballots /Refused Ballot

Abandoned / Unscanned Ballot

If a voter leaves his or her ballot in the polling room, the ballot shall be given to the Clerk. The Clerk must call the office, complete an incident report, and place the ballot in the emergency bin of the tabulator. At the end of the day the Clerk and Tabulator Inspector shall process the ballot through the tabulator. If the ballot is rejected by the tabulation equipment, the election workers shall override the rejection to allow the rejected ballot to be processed in the tabulator. If the tabulation equipment rejects an abandoned ballot for any other reason, such as damage or it cannot read the ballot coding or marks, the Clerk shall call the office immediately. Envelopes marked “Unscanned Ballot” are located in the Clerk’s Manual. The Clerk will complete the information required on the envelope, place the ballot inside the envelope, and seal the envelope with a large red tape seal. After completing the “Unscanned Ballots” portion of the Ballot Accounting Form and recording the seal number on the Election Equipment Seal Log, place the envelope in the Provisional Ballot Bag to be reviewed by the canvassing board and handled accordingly.

Voter Refusal of Ballot after checked-In

If a voter decides not to vote after checking in at the EViD, the Clerk must retrieve the ballot from the voter and get their name.

If the voter was the last person checked in on the EViD, you can “Undo” them.

If the voter was not the last person checked in on the EViD, call the office to “Undo” them, complete an incident report and notate on the Ballot Accounting Form in the comments section.

Ballot Accounting



The public is allowed to view all opening and closing procedures so polling room doors must NOT be locked. Visitors may observe opening and closing procedures, providing they refrain from interfering with Election Workers or touching any materials or equipment in room.

- DO NOT BE PRESSURED FOR RESULTS
- DO NOT RUSH. ACCURACY IS EXTREMELY IMPORTANT

Ballot accounting must be conducted at the end of Election Day after the polls close. Please use the Ballot Accounting Form (BAF) to complete the ballot accounting process.

The Ballot Accounting Form (BAF) is a document that tracks the ballots issued to the Precinct and returned from the Precinct.

The Clerk is responsible for the completion of the BAF.

Election Equipment Seal Log

The Election Equipment Seal Log Form is a two part document that tracks all Seals used to secure the election equipment. It also serves as the “Election Worker Affirmation of Seals”

Power Outages and Equipment Failure

Power outages must be reported on the *Incident Report Form* located in the Clerk's Manual. Any equipment failure needs to be reported on the Technical Issues Form, which is placed in the Completed Forms envelope. These events must be reported to the Supervisor of Elections office immediately.

Equipment Failures:

DS200-



Voters will continue to vote by placing voted ballots in the Emergency Ballot Bin slot.

Call the Elections Office Immediately for Technical Support.

Record equipment failure on the Technical Issues Form.



EViD-

If one EViD fails, continue processing voters using the other EViD. If ALL EViDs fail, continue processing voters by using the Precinct Poll Book Register located in the Clerks Supply Tub.

Call the Elections Office immediately for Technical Support.

Record equipment failure on the Technical Issues Form.



ExpressVote-

Call the Elections Office Immediately for Technical Support.

Record equipment failure on the Technical Issues Form.

Emergencies, Accidents, and Incidents

All emergencies, accidents and incidents must be reported to the Supervisor of Elections office as soon as possible. Any incident at the precinct must be documented on the Precinct/Voter Incident Accident Report located in the Clerk's Manual.

Call 9-1-1 if medical attention is necessary. It is better to be safe, if in doubt call for assistance. Please provide the 9-1-1 operator with your precinct number, name, and address (located on front cover of Clerk Manual)

In the event of a fire, flood, bomb threat, or other potential disaster to the precinct, always place your safety and the safety of others first. If able, secure the following items and remove from the precinct.

- DS200
- Unvoted Ballots
- EVID's
- ExpressVote

In the event of disaster, please call 9-1-1 and the Elections Office immediately.



Voters Bill of Rights and Responsibilities

(A Voter's Bill of Rights and Responsibilities is posted at the polling place (F.S. 101.31))

Voters Rights:

Each voter in the State of Florida has the right to:

- Vote and have his or her vote accurately counted.
- Cast a vote if in line at the official closing of the polls in that county.
- Ask for and receive assistance in voting.
- Receive up to two replacement ballots if he or she makes a mistake prior to the ballot being cast.
- An explanation if his or her registration or identity is in question.
- Cast a provisional ballot if his or her registration or identity is in question.
- Receive written instructions to use when voting, and, upon request, oral instruction in voting from election officers.
- Vote free from coercion or intimidation by election officers or any person.
- Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

Voters Responsibilities:

Each registered voter in the state should:

- Familiarize him or herself with the candidates and issues.
- Maintain a current address with the office of the Supervisor of Elections.
- Know the location of his or her own polling place and its hours of operation.
- Bring proper identification to the polling station.
- Familiarize him or herself with the operation of the voting equipment in his or her precinct.
- Treat precinct workers with courtesy.
- Respect the privacy of others.
- Report any problems or violation of election laws to the Supervisor of Elections.
- Ask questions, if needed.
- Make sure that his or her completed ballot is correct before leaving.

*Failure to perform these responsibilities **does not** prohibit a voter from voting.*

Voters Who Become Upset

Voters who come to the polling place to vote and are told they must go elsewhere or that their registration is in question may become frustrated or even irate. To handle the situation:

- Stay calm
- Watch body language
- Listen to what the voter is saying
- Offer the voter assistance
- Try to find a solution to the problem
- Be polite. Treat the voter as you would like to be treated
- If necessary, ask the clerk or deputy to assist if the voter becomes very angry or threatening
- Keep voice levels down



Voters With Special Needs

- A large segment of the voting-age population has special needs, possibly due to hearing, sight or mobility impairments.
- Sensitivity toward people with special needs makes good sense whether in business or public life. When you practice disability etiquette everyone wins. The person with the special need feels comfortable and you don't feel awkward interacting with him or her.
- If you are unsure what to do for a person with a special need, just ask him or her. This person will appreciate your interest in being helpful.
- Just remember these tips when assisting a person with special needs and your experience will more than likely be a positive one.

-Think of the person as an individual; don't use vague or indefinite group terms like "they" or "them".

-Avoid terms such as "differently able", "physically challenged", "handicap", or "crippled".

-People with special needs are *people* first and foremost.

Elections Glossary



A

ACTIVATING EXPRESSVOTE

The process of activating a terminal to bring up a ballot for a voter to mark.

ASSISTANT CLERK

The Assistant Clerk is responsible for assisting the Clerk with provisional ballots, address changes, breaks and overall election board duties as needed and may substitute for the Clerk if necessary.

B

BALLOT ACCOUNTING FORM (BAF)

A form used by the clerk to account for all ballots issued, spoiled and unused.

BALLOT STUB

The part of the ballot that is torn off of each ballot before issuing to voters. The stubs must be placed in the ballot stub envelope.

BALLOT STYLE

Type of ballot issued for a specific voting area.

BALLOT TRANSFER BIN

A bin where the voted ballots are placed, sealed and transferred to the Elections Office.

C

CANVASSING BOARD

The Supervisor of Elections, Clay County Commissioner, and Clay County Court Judge.

CHECKLISTS

Document used to guide Election Workers through Election Day processes.

CLERK

The supervisor of the polling place, responsible for the efficient operation of the precinct in accordance with state law. Assists voters and Election Workers throughout the day.

CLERK TUB

Clear plastic tub used to transport Clerk's supplies (Precinct registers, Clerk Manual, Cell Phone and office supplies) that are issued at the Elections Office the Friday and Saturday before the election.

D**DS200 OPTICAL SCAN VOTING MACHINE**

Digital voting machine for paper ballots.

DECLARATION TO SECURE ASSISTANCE

Form used by Election Workers for voters that require the assistance of another to vote.

E**EARLY VOTING**

Opportunity in which voters can cast their ballots at any Early Voting Site, occurs between 8 and 15 days prior to the election.

ELECTION BOARD

All Election Workers (Clerk, Assistant Clerk, Tabulator, and EViD Inspectors) serving in a precinct on Election Day. Florida Statutes mandate a Clerk and at least one EViD Inspector. The Poll Deputy is not a member of the Election Board.

ES&S

Election Systems and Software, vendor for Clay County's voting system.

EViD

Electronic Voter Identification Unit used to verify a voter's address, status and signature information during Early Voting and on Election Day.

EViD Inspector

Greets voters, checks voter's identification, verifies voter information in the EViD and issues ballots to voters.

EViD PASS

Slip of paper that prints after voter's information has been verified by the EViD Inspector; it is given to the ballot issuer to ensure the proper ballot is given to the voter.

EViD TOTALS TAPE

The tapes that print once the EXIT button is pressed on the EViD's showing the total number of voters who were processed on the EViD during Early Voting or Election Day.

F**FIELD ELECTION DEPUTY (FED)**

Field Election Deputies (FEDs) are employed on Election Day to assist with any problems encountered with the DS200, the ExpressVote, or the EViDs. These technicians have been trained to work on malfunctions that may occur with the voting equipment.

FLORIDA STATUTES (F.S.)

Laws enacted by the Florida Legislature.

FREE ACCESS NOTIFICATION

Notice that is required to be given to voters voting a provisional ballot advising them how they can obtain information on whether or not their vote was counted.

I

INACTIVE

Status of a voter indicating that it has not been possible to deliver an address confirmation final notice (first class mail) and the voter has not contacted the Elections Office. Voter is allowed to vote after confirming they have not had an address change. If address is different, voter must complete a voter registration application and the address change must be completed before the voter is allowed to vote.

J

JUMP DRIVE

Small activator used to activate and store information from the EViD, DS200 and ExpressVote.

M

MAIL BALLOT

A ballot that is provided to voters upon request who either cannot or choose not to go to the polling place to cast their ballot on Election Day.

MODEM

A device that allows a computer to wirelessly communicate with another computer.

O

OPTICAL SCAN VOTING MACHINE See DS200

P

PAYROLL SHEET

This is a printed form which the Election Board, including the Poll Deputy, must fill out and sign on Election Day.

POLL DEPUTY

Election Worker, sworn in by the Clay County Sheriff's Office, who is responsible for maintaining order outside the Polling Place.

POLL WATCHER

Person designated by a candidate, political party, or political committee to observe the conduct of voters and Election Workers on Election Day. Must have authorization from the Supervisor of Elections to be inside the polling room.

PRECINCT

An area that has specific boundaries established for election administration purposes.

PRECINCT CAGE

Used to transport and store supplies delivered to the precinct on Election Day.

PRECINCT LAYOUT DIAGRAM

Diagram of the layout of the precinct to be followed by Election Workers in setting up equipment, tables, etc. to allow for a smooth flow for voters in the polling place.

PRECINCT PLACARD SIGN

A metal frame, depicting the precinct number, used outside each precinct to designate the location.

PRECINCT REGISTER

Sealed packet containing alphabetical listing of registered voters in the precinct used to process voters if a power outage occurs or the EViDs are not functioning.

PROTECTED ADDRESS

Message printed on the EViD that indicates voter has requested that their address be withheld from

public view pursuant to Chapter 119 Florida Statutes.

PROVISIONAL BALLOT

A ballot used in conjunction with a Provisional Ballot Certificate when the voter's name is not in the precinct register, voter's eligibility cannot be determined, voter's right to vote is challenged, or voter fails to provide photo and signature identification. In order for the provisional to be considered, the voter must be in the correct precinct for his/her current resident.

PROVISIONAL BALLOT BAG

The **Purple** Ballot Bag is used to secure voted provisional ballots; the bag is sealed and serves as a Provisional Ballot Envelope drop bag once Provisional ballots are completed, signed, and verified by the Clerk.

R

RESULTS TAPE (Totals Tape)

Printout of results that show the DS200 was opened and closed within a precinct and the tally of results.

S

SAMPLE BALLOT

Printed facsimile of actual ballot for specific election, produced in English and Spanish.

SECRECY SLEEVE

A folder where voter places his or her voted ballot to maintain selection secrecy.

SIGNATURE UPDATE

Voter is issued an FVRS Voter Registration Application if the signature differs, to update the voter's record and allow the voter to vote.

SPLIT PRECINCT

A precinct divided into more than one district resulting in more than one ballot style. This is due to different districts or municipal boundaries within a voting precinct.

SPOILED BALLOT

A ballot which a voter has marked incorrectly.

SUPERVISOR OF ELECTIONS (SOE)

The chief election officer in the County who is legally responsible for the administration and operation of an election and compliance of all federal, state, and local election laws, procedures and policies. The Supervisor is the final authority on issues of election administration, procedures, and questions of voter eligibility.

SUPPLY LIST

List of all supplies used to verify items issued to the polling place.

SURRENDERED MAIL BALLOT

A ballot that the voter surrenders at the polls. This ballot is cancelled and a precinct ballot is issued.

T

TABULATION ROOM

Location where the precinct results, early voting ballots and mail ballots are tabulated on election night and where results are released.

TABULATOR INSPECTOR

Election worker responsible for opening, closing and overseeing the DS200 tabulator on Election Day.

TOTALS TAPE See Results tape.

V**VOTER PASS (EViD PASS)**

Slip that prints after voter's information has been verified by the EViD Inspector; it is given to the ballot issuer to ensure the proper ballot is given to the voter.

VOTER INFORMATION CARD

A card that is mailed to a voter which contains the voter's name, residence address, date of birth, party affiliation, voter ID number, date of registration, precinct number, polling place location, district designations for a voter, name and contact information of the Supervisor of Elections. This card CAN NOT be used as proof of identification at the polls.

VOTING BOOTH

A booth in which a voter completes his/her paper ballot.

Z**ZERO REPORT TAPE**

Printout from the DS200 Optical Scan unit showing the voting machine was opened and no votes have been cast; the physical tape confirms zero.

Frequently Asked Questions



VOTING BY MAIL

Q: Who is eligible to vote by mail?

A: All registered voters.

Q: How and where can I request a mail ballot?

A: You or a designated immediate family member or legal guardian may request any mail ballot by phoning, writing, online, or visiting the Supervisor of Elections Office. The mail ballot request must include the voter's name, address, and birth date. The designee must provide the required information plus his or her (designee) name, address, driver's license number (if available) and relationship to the voter and must sign an affidavit.

Q: When are mail ballots available?

A: Mail ballots may be requested for any or all regularly scheduled elections through the next two regularly scheduled general elections. Mailing begins 45 days (UOCAVA) prior to each election.

Q: Is there a deadline to request a mail ballot?

A: A request for a mail ballot to be mailed to a voter must be received no later than 5:00 PM (eastern time) on the tenth (10th) day before the election.

Q: How do I return my mail ballot?

A: Mail Ballots can be mailed back to our office, dropped off in the Drop Box located in front of our office, or brought to the front counter in our office. Mail ballots must be returned in the envelope provided. The envelope must include the voter's signature. Voted mail ballots must be received by 7:00 PM (eastern time) on Election Day at the Supervisor of Elections Office, 500 N. Orange Avenue, Green Cove Springs, FL 32043, Phone: (904) 269-6350. **A VOTED BALLOT CANNOT BE ACCEPTED AT A POLLING PLACE.** If you request and receive a mail ballot and later decide to vote at the polls, take your mail ballot with you to be surrendered at your polling place.

Q: I have Power of Attorney for someone; can I vote and sign their ballot and certificate envelope?

A: No, Power of Attorney DOES NOT apply to voting.

EARLY VOTING

Q: What is early voting?

A: As part of election reform legislation in Florida , early voting has been an available option since 2004. Between 8 and 15 days prior to the election, registered voters in Florida can opt to cast their votes early. It has already proven to be a success in Clay County and is getting more popular with each election.

Q: How is it done?

A: It's simple. Registered voters can go to any of the locations designated as early voting sites and cast their ballot, as they would normally do on Election Day. For a list of early voting sites, visit www.ClayElections.gov

Q: Why should I vote early?

A: The intent is to meet the needs of busy people who want more options than just voting on a single day at a single precinct. We want to remove any physical or psychological barriers that might prevent someone from voting. If you know, for example, that you have a full day's worth of activities on Election Day, you can make it easier on yourself by taking advantage of the early voting option. Between early voting, mail ballots and traditional polling on Election Day, there are a number of voting options so that no one should be prevented from voting.

Q: What are the drawbacks to voting early?

A: None. Early voting provides flexibility and convenience. However, some voters may wish to wait until Election Day to cast their votes. Historically, there has always been a crush of last-minute news coverage or other information about the candidates that happens in the final days of a campaign. This information may be helpful in making a decision. However, if you know who you support, early voting may be a good option for you.

Q: Can I change my vote?

A: Once you have voted, either through early voting, by a mail ballot, or on election day, your vote is cast and final.

Q: How does this affect voting by mail?

A: Early voting is just another option to allow people to participate in the election process. Voters who may be out of town on Election Day, or otherwise be unable to cast a ballot at that time, can now choose between voting early or requesting a mail ballot.

Q: How will early voting affect the election?

A: Apart from providing more options as to how you vote, it is hoped that early voting will encourage more voter participation. Whether you cast your ballot early, vote by mail, or on Election Day, all ballots are not tallied until the conclusion of Election Day.

Q: What do I need to vote early?

A: All you need to do is show up with your current photo and signature ID. It's also a great idea to bring a sample ballot with you that is already marked with your choices. That way you will be well prepared to mark your ballot quickly and accurately and be done.

Q: I have requested a mail ballot. Can I still vote early?

A: Yes. However, if you've requested and received a mail ballot and you later decide to vote early at one of the early voting locations, you can bring your mail ballot with you and surrender it. The unvoted mail ballot will need to be cancelled before you can vote.

**Thank you for attending
Election Worker training today.**

**Please review this manual and remember
to bring it with you on Election Day.**

**Should you have any questions, please
call or email our office. We are here to
make your experience a positive one.**

**Clay County Elections Office
(904)269-6350
www.ClayElections.gov
ElectionWorker@ClayElections.gov**

